



TreeHouse **SPANISH EXPLORERS** Application School Year 2018 - 2019

*Thank you for your interest in The TreeHouse Preschool Spanish Explorers at Bethel Life. This class is for ages 4 and 5 / Tuesdays - 8:30am to 11:30am
Please fill in the form below with all requested information.*

Student Name _____

Age as of 9/01/2018 _____ Date of Birth _____ Boy _____ Girl _____

Student Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Evening Phone _____

Parent/Guardian's Name _____

Address _____

City _____ State _____ Zip _____

Parent/Guardian's Home # _____ Cell # _____ Work # _____

Email Address _____

If more than one home address, please list Guardian name and address:

EMERGENCY INFORMATION

Please list two other contacts I may call in an emergency:

Name: _____ Relationship to child: _____

Phone #'s: _____ Address: _____

Name: _____ Relationship to child: _____

Phone #'s: _____ Address: _____

Parental Insight: Please tell us anything you think is especially important about your child that would help us to get to know him/her better. What are your child's interests? What are your child's strengths?

Please list any allergies and/or medications _____

SCHOOL EXPERIENCE

Has your child ever been in child care or preschool before? Yes / No If yes, please list:

May we contact previous care providers or preschools? Yes / No

Does your child have an IEP? If yes, please provide name of agency providing services.

Will the agency be providing services during preschool hours? Yes / No If yes, please provide which day of the week your child will receive services.

GENERAL INFORMATION

When your child is brought to school, he/she must be check-in at the front desk, and also checked out upon departure. Please list below, in addition to guardians, those who are approved to pick up your children:

Name: _____ Relationship to child: _____

Phone Number: _____ Address: _____

Name: _____ Relationship to child: _____

Phone Number: _____ Address: _____

Name: _____ Relationship to child: _____

Phone Number: _____ Address: _____

(For additional ones to be added, please attach a separate piece of paper with additional names.)

****Please attach an updated copy of your child's immunizations to this application.**



All the information that has been provided by me, the legal guardian on this application, is believed to be 100% accurate. I give consent to The TreeHouse Preschool to obtain emergency medical care (*ambulance fees and/or health care costs are the responsibility of the parent/ guardian*) as well as the trained staff to administer minor first-aid procedures when necessary.

A \$20.00 non-refundable registration fee must be paid before your child is enrolled. The TreeHouse Preschool does not permit flexible scheduling or switching days that are missed unless confirmed with the Director. Also, if you would like to change your child’s weekly schedule, you must give the director a two week written notice and it will depend upon the availability.

If for any reason you wish to remove your child from The Tree House Preschool, we encourage a two-week advanced notice.

The church preschool committee sets tuition costs. Tuition is paid in nine equal payments one month in advance. The first payment is due August 15th, 2018. Since the preschool and pre-kindergarten programs operate solely on tuition money, prompt payment is a requirement. A late fee of \$10.00 will be added to the tuition payment if received after the 20th of the month. There is a \$35 processing fee for all returned checks. Fees include all Federal holiday’s and unexpected school cancellations. Students risk being dismissed from the preschool program if their tuition exceeds 30 days past due. I understand the attached **registration deposit** is a non-refundable fee however; refunds will be given if classes are full and I choose not to have my child remain on the waiting list. **First tuition is due August 15th 2018. The following month’s tuition is due on the 15th of each month during the school year. Please make checks payable to “BLWC”.**

The TreeHouse Preschool closely follows the Greenville School District School year calendar, observing the same holidays and vacation periods. A full schedule of observed holidays and vacations will be provided to parents at the beginning of the Preschool year. If Greenville issues a two-hour delay, The TreeHouse preschool will remain on their normal schedule with the right to cancel depending on road conditions. All parents will be notified by the following methods: phone, text, TreeHouse face book page, and local News channel. I also agree to all conditions and terms that are stated in the TreeHouse Preschool Handbook.

Parents/Guardians are held responsible for Bethel Life and/or The TreeHouse Preschool property or equipment damaged by their child. The church/school does not assume any responsibility for lost items or broken toys that belong to the children.

If any information that has been provided changes at any time, inform the Director immediately to assure The TreeHouse Preschool maintains accuracy.

I have reviewed this contract and I agree to abide by all of the procedures and conditions that are stated in this agreement and handbook.

Signature

Date

For Office Use Only:

Date Application received: _____

Date Fee received: _____ Amount received: _____

Bethel Member: _____ Existing Student: _____ New Student: _____

Place in class: _____ Waiting List: _____

